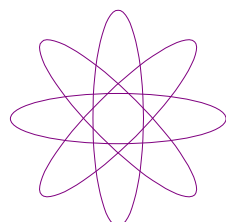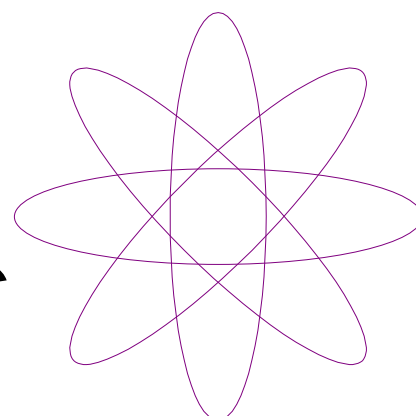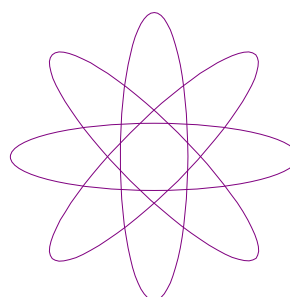# CStars

Additional Training Material
Obligating and Validating
Funds Guide

Obligate Those Funds

When making an award, the obligation box must be checked as shown below. Failure to check the obligation box will result in incomplete data captured in CSTARS. It is critical that all award be obligated as well. If obligation is not performed, the data transferred to the 281 and 279 data table will be incorrect. In addition, not obligating the funds at time of award will result in inaccurate adhoc data reports on award data.

Make sure that the "Always calculate obligated amount" box is checked. Check to see that your "Line Item Total", "Award Total", and "U.S. $ Total" equal the obligated amount.

Validating Funds

Remember Validation? When processing a modification or a task/delivery order, you must remember to validate your action. Failure to validate the action will result in award and obligation totals to be out of sync.

Remember when you modify a contract or a task/delivery order, the lead or base award in CSTARS is changed to reflect the award and obligation amounts. In CSTARS, a modification is not a unique action. A modification is processed as a change to the base award action. On the other hand, a delivery or task order is a unique action as it is applied against the contract in CSTARS.

Remember that CSTARS is a linear process, one action builds upon the next.

WARNING: A base award can always be corrected in the system prior to validation. Once an modification or task/delivery order award is validated, no further changes can be made to the base award short of a formal system modification to make the change.